

(Certified Nov. 5, 1952)

Certificate of Incorporation

of
THE PLAY TROUPE OF PORT WASHINGTON, INC.

pursuant to the membership corporations law
of the State of New York.

The undersigned, being all of the members of a committee of the Play Troupe of Port Washington, an unincorporated association not formed for pecuniary profit, and being duly authorized to incorporate the association, do certify for the purpose of effecting the incorporation pursuant to the provisions of the membership corporations law.

1. The name of corporation is The Play Troupe of Port Washington, Inc.
2. It is formed for the purpose of encouraging and cultivating dramatic activities.
3. Its operations are principally to be conducted in Port Washington, Town of North Hempstead, Nassau County, New York.
4. Its office is to be located in Port Washington, Town of North Hempstead, Nassau County, N.Y.
5. The number of its directors shall be not less than three nor more than fifteen and until otherwise fixed at an annual meeting shall be five.
6. The names and addresses of the directors until the first annual meeting are:

Howard L. King, 50 Longview Road Eileen H. Hickson, 4 Lincoln Place
Ann Riley, 100 Mackey Avenue Eleanor G. Lee, 22 Vista Way
Ellen M. Crawley, 101 Ivy Way
all in Port Washington, N. Y.

BY-LAWS
of
THE PLAY TROUPE OF PORT WASHINGTON, INC.

ARTICLE I

Membership

Section 1. (a) The membership shall include all present members in good standing and all persons who may be elected to membership. Every member is expected to participate in the activities of the Play Troupe, and the executive committee may prescribe generally the nature and extent of the participation required of members, and shall report the requirements to the members not later than October of each year. If a member fails to meet these annual requirements, the executive committee may inquire in writing whether he wishes to retain his membership, and if at the expiration of one year from the date of such inquiry the member shall not have met the requirements, the executive committee may terminate his membership and shall so notify him in writing.

Section 1. (b) No person who has been a member for ten years shall be subject to any activities requirements, and membership in the unincorporated association may be counted as a part of such period.

(c) The executive committee may confer honorary membership on any person for outstanding service to the Play Troupe or its purposes, but honorary members shall not vote or pay dues.

Section 2. Application.

A candidate for membership must be proposed by a member and seconded by another, in writing, to the executive committee, and if approved by the executive committee, the candidate shall be accepted for membership on condition that he shall fulfill the activities requirements prescribed by the executive committee. Pending his fulfillment of such requirements, the candidate shall pay dues and enjoy all of the privileges of membership but shall have no vote. When in the opinion of the executive committee the candidate shall have fulfilled the activities requirements, he may be admitted to membership; but if in the opinion of the executive committee the candidate shall not have fulfilled those requirements within one year, the candidate shall be denied membership.

Section 3. Associates

If the husband or wife of a member or candidate does not wish to become a member, the husband or wife may become an associate and shall enjoy the privileges of a member, but shall not vote or be eligible for office.

Section 4. Resignations and Reinstatements.

(a) Resignations must be received by the secretary in writing and shall be presented to the executive committee for acceptance.

(b) A member who resigns or takes a leave of absence while in good standing may be reinstated upon written request to the executive committee.

(c) Members in arrears may be dropped from the roster at the discretion of the executive committee.

Section 5. The fiscal year shall begin at the close of the annual meeting and dues shall be payable immediately thereafter.

ARTICLE II
Officers and Directors.

The executive committee shall consist of eleven directors, including a president, a vice-president, a second vice-president, a secretary, a treasurer and six other directors, who shall serve until the conclusion of the annual meeting at which their successors are elected.

Section I. Elections

(a) In the year 1953, the president, the first vice-president, the secretary and three other directors shall be elected for a term of two years, and the second vice-president, the treasurer, and three other directors for a term of one year. At the expiration of their respective terms, their successors shall be elected for terms of two years. Seven of the directors shall constitute a quorum.

Section I. (b) No director elected for a term of two years to one of the named offices, or to a directorship without office, shall be eligible to succeed himself in the same capacity.

(c) A vacancy in the executive committee shall be filled by a majority of the remaining directors, whose appointee shall serve until the next annual meeting, at which a person shall be elected to serve any unexpired term.

Section II Duties.

- (a) The executive committee shall manage and conduct the business of the corporation, and shall serve without remuneration. With the approval of nine of their number, they shall have power to remove any director from office.
- (b) Subject to the approval of the members, the executive committee shall fix the dues of candidates, members, and associates, and may fix special dues for candidates and members attending high school or college, and shall fix the subscription price to sponsors.

Section 3. Committees

- (a) The executive committee shall appoint such committees as the work of the Troupe requires. The president shall appoint the chairmen of these committees, naming members of the executive committee whenever possible.
- (b) A nominating committee, consisting of five members, three of whom shall constitute a quorum, shall be elected at a meeting called at least two months before the annual meeting. The chairman shall be appointed by the president; the four other members shall be chosen by the members present. The nominating committee shall prepare a list naming one candidate for each office and directorship to be filled, and shall send that list to the secretary within three weeks. The nominating committee shall include as a director without office the retiring president, unless he declines the nomination. The secretary shall send a copy of the list of candidates to all members three weeks before the annual meeting. Independent nominations may be made by ten qualified members and sent to the secretary in writing fourteen days before the annual meeting. These names shall be sent by the secretary to all members seven days before the annual meeting.
- (c) A finance committee, one member of which shall be the treasurer, shall be appointed by the executive committee to budget all expenditures.

ARTICLE III
Meetings

Section I. (a) An annual meeting shall be held in June for the election of the officers and directors and for review of the activities requirements.

(b) Special meetings may be called by the president, and shall be called within thirty days upon the petition of twenty members.

(c) Business meetings shall be conducted under Robert's Rules of Order.

Section 2

The executive committee shall fix the dates for regular meetings, of which there shall be at least two between annual meetings, and may call other meetings.

ARTICLE IV
Amendments.

Amendments to these by-laws, if approved by the executive committee, shall be submitted, upon written notice to the members, at a meeting, and shall be effective if approved by two thirds of those voting at such meeting. Upon the petition of ten members, any proposed amendment shall be submitted to the members in writing, and shall be effective if approved by two thirds of those voting at each of two meetings called pursuant to notice specifying that the proposed amendment is to be voted upon.

PROPOSED RESOLUTIONS
of the
EXECUTIVE COM'ITTEE.

I. Membership

(a) Privileges of members.

1. A member in good standing may serve on committees, make motions, vote and run for office.
2. A member shall be admitted to all productions upon presentation of his membership card.
3. A member shall receive notice of all meetings.
4. A member may invite guests to meetings unless notified otherwise. Children of members may be guests.
5. A candidate for membership shall have all the above privileges except those of making motions, voting and running for office.

(b) Dues of Members.

Annual dues:

Member or Candidate	\$3.50
Associate	3.50
Student or Candidate	2.50

II Sponsors.

(a) Any person or immediate family couple, in sympathy with the objectives of the Play Troupe may become a Sponsor upon payment of \$5.00 or more.

1. A sponsor shall be entitled to receive two (2) tickets for all public productions of the Play Troupe without further charge and reserved seats shall be provided for the use of those presenting such tickets at such productions.
2. Sponsors will be invited to attend such regular meetings of the Play Troupe as may be of special entertainment or cultural interest, by the authorization of the executive committee.

III Guests

The executive committee may limit the number of guests.